

**Dept / Div: 60-01 Administration**

<b>Account</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
6001-0101 Full Time Salaries	179,304	200,234	205,830	185,962	202,696	210,672
6001-0110 Overtime	4,190	5,481	5,500	3,158	5,500	5,000
6001-0139 Sewer Commissioner's Sal	2,500	2,500	2,500	2,500	2,500	2,500
6001-0501 FICA / Medicare	15,078	16,025	15,746	14,756	15,507	16,116
6001-0505 Retirement / ICMA	5,414	5,760	5,763	5,248	5,678	5,900
6001-0510 Medical Insurance	58,267	63,182	68,000	59,113	67,737	62,391
6001-1005 Dues & Publications	542	1,689	300	192	1,000	1,000
6001-1013 Safety Equipment	1,774	1,980	2,500	2,191	2,500	2,500
6001-1014 Gas / Diesel / Oil	3,744	3,773	3,500	3,849	5,000	5,000
6001-1202 Professional Development	50	1,417	1,000	262	1,000	1,000
6001-1205 Uniforms / Clothing Allowance	1,250	1,250	1,250	1,250	1,250	1,250
6001-1520 Communications	1,450	3,017	3,000	2,839	3,200	2,700
6001-2005 Vehicle Maintenance	2,858	3,953	3,000	3,347	3,000	4,000
6001-2501 General Liability Ins	1,480	1,297	1,680	1,196	1,400	3,300
6001-2502 Auto Insurance	3,713	3,115	4,305	3,084	4,300	4,300
6001-2503 Property Insurance	2,511	2,215	2,835	2,146	2,600	2,600
6001-2504 Bond	180	167	220	170	200	200
6001-2506 Public Officials Liability	829	669	1,000	790	900	1,000
6001-2509 Unemployment Insurance	0	0	1,050	1,098	1,098	1,350
6001-2510 Workers Comp Insurance	6,472	6,731	8,000	7,669	8,000	8,000
6001-3001 General Legal	29	2,043	2,500	0	2,500	2,500
6001-3021 Drug Testing	0	230	500	420	250	250
6001-3025 Auditor	1,900	1,900	1,900	1,900	1,900	1,900
6001-3028 GIS Updates	0	1,195	5,000	0	10,000	5,000
6001-3063 Billing Services	24,292	24,669	25,620	25,945	26,040	27,800
<b>Total Administration:</b>	<b>317,827</b>	<b>354,492</b>	<b>372,499</b>	<b>329,085</b>	<b>375,756</b>	<b>378,229</b>

Full time salaries: Includes five full time Wastewater Department employees.

Overtime: The Wastewater Treatment facility, seven pump stations, and seventeen miles of collection system operate around the clock and requires that a member of the crew be available to respond to emergencies outside of normal working hours.

Sewer Commisioners Salaries: 5 commisioners x \$500 = \$2500.

FICA / Medicare: 7.65% of wages.

Retirement / ICMA: 2.8% of wages for 5 employees.

Medical Insurance: Health insurance for 5 Wastewater Department employees.

Dues & Publications: To pay for professional memberships and publications relevant to the wastewater treatment field.

Safety Equipment: This covers the cost of the steel toe workboots that the crew is required to wear as well as any other safety related equipment that we purchase.

Gas / Diesel / Oil: To purchase fuel for Wastewater Department vehicles.

Professional Development: This covers the cost of annual training for the Wastewater Department Superintendent, this training is required to maintain a plant operators license. It also provides training for other Wastewater Department personnel appropriate to their job responsibilities

Uniforms / Clothing Allowance: 5 employees x \$250 per employee = \$1250

Communications: Covers the cost of phone service for the Treatment Plant, and 5 pagers.

Vehicle Maintenance: Covers the cost of routine maintenance and replacement parts for all Wastewater Dept. vehicles.

General Liability Insurance: Covers Sewer operations.

Unemployment Insurance: 5 employees x \$12,000 x 14.5%

General Legal: An estimate.

Drug Testing: one member of the Wastewater Department crew holds a Commercial Drivers License, because of this he is in the "pool" and is subject to random drug testing.

Auditor: For FY09 audit.

GIS Updates: To cover the cost of maintaining the Wastewater data in the Town's GIS data base. Also for expanding the system.

Billing Services: All expenses associated with processing wastewater bills. This service is provided by Aqua Maine, Inc. I estimate that we will need to generate approximately 7440 bills during FY10 at a cost to the Town of \$3.70 per bill.

**Dept / Div: 60-05 Treatment Plant O&M**

<b>Account</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
6005-1061 Chemicals	12,356	14,448	14,000	15,162	15,000	15,000
6005-1501 Electricity	53,043	53,326	62,000	43,934	62,000	60,000
6005-1505 Heat (oil)	5,533	7,351	11,500	6,412	15,000	7,500
6005-1510 Water / Sewer	987	1,015	1,500	894	1,500	1,200
6005-2062 Plant Maintenance	38,458	45,138	40,000	38,502	42,000	40,000
6005-3029 Laboratory Services	0	1,865	6,000	7,416	6,000	2,500
6005-3030 Mowing	5,000	5,500	5,500	5,500	5,000	5,000
6005-3062 Sludge Removal	80,567	85,751	92,000	81,735	90,000	80,000
<b>Total Treatment Plant O&amp; M</b>	<b>195,944</b>	<b>214,394</b>	<b>232,500</b>	<b>199,555</b>	<b>236,500</b>	<b>211,200</b>

Chemicals: This covers the cost of approximately 3000 gal. of Sodium Hypochlorite (chlorine) for effluent disinfection, 360 gal. Sodium Bisulfite to remove chlorine before discharging effluent to harbor and 400 gal. of Cationic Polymer used in the process of sludge dewatering on the belt press.

Electricity: For operation of Wastewater Treatment Plant.

Heat (oil): For heating Control Building and Shop at Wastewater Treatment Plant. We use approximately 3500 gal. per year. Projecting \$2.055/gal.

Water / Sewer: General plant water, and water used in the truck mounted sewer flushing machine.

Plant Maintenance: Used for general plant maintenance, replacement parts and supplies. This figure includes \$10,000 that I estimate will be required for Sludge Filter Press repairs and upkeep. This line will also be used to pay The Maine DEP Wastewater Discharge License Fee.

Laboratory Services: Our discharge license, issued by the DEP, requires that we perform tests to confirm our compliance. Our discharge license was renewed in July of 2008. We were required to do additional tests in the 12 months leading up to the renewal date and will do these additional tests again in the second year after renewal, so we are able to budget less for this item in FY10.

Mowing: Lawn maintenance at the Treatment Plant, performed by the Parks & Rec. crew.

Sludge Removal: No rate increase for this item for FY10. It appears that the new aeration system installed in the summer of 2007 has improved the efficiency of the sludge digesters, resulting in a decreased quantity of sludge needing to be disposed of.

**Dept / Div: 60-10 Collection System O&M**

<b>Account</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
6010-2061 Collection System Repair & Maint	8,555	24,060	15,000	15,655	20,000	20,000
<b>Total Collection System O&amp;M</b>	<b>8,555</b>	<b>24,060</b>	<b>15,000</b>	<b>15,655</b>	<b>20,000</b>	<b>20,000</b>

Collection System (Repair & Maintenance): To pay for minor repairs to the wastewater collection system. A typical project would be repairing manholes and raising manhole frames in conjunction with road rebuilding and resurfacing projects.

**Dept / Div: 60-15 Wastewater Pump Station O&M**

<b>Account</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
6015-1501 Electricity	44,328	50,852	55,000	54,206	60,000	55,000
6015-1510 Water / Sewer	1,101	1,070	1,200	1,219	1,250	1,250
6015-2017 Pump Station Maintenance	5,259	4,057	6,000	3,303	6,000	6,000
6015-3035 Security Services	4,150	1,764	1,900	1,764	1,900	1,900
<b>Total Wastewater Pump Station O&amp;M</b>	<b>54,838</b>	<b>57,743</b>	<b>64,100</b>	<b>60,492</b>	<b>69,150</b>	<b>64,150</b>

Electricity: Power to operate seven pump stations.

Water / Sewer: Water used for general clean up at Rawson Ave. and Public Landing pump stations, also used to administer Sodium Bisulfite for seasonal effluent dechlorination at Public Landing pump station.

Pump Station Maintenance: For general minor pump station repairs and replacement parts.

Security Services: This figure covers the cost of having Seacoast Security monitor the alarm systems at the Treatment Plant and the seven pump stations.

**Dept / Div: 60-20 Capital Reserves**

<b>Account</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
<b>Treatment Plant:</b>						
6020-6261 WW Fine Bubble Aeration	15,000	0	0	0	0	0
6020-6262 WW Equipment	10,000	10,000	10,000	10,000	0	0
<b>Collection System:</b>						
6020-6363 I & I Reserve	10,000	10,000	10,000	10,000	10,000	10,000
6020-6364 Intown Sewer Reserve	10,000	10,000	10,000	10,000	10,000	10,000
6020-6465 WW Pump Station Reserve	0	0	0	0	10,000	20,000
<b>Total Capital Reserves</b>	<b>45,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>40,000</b>

**Wastewater Department Reserve Accounts**

Sewer Administration / WW Department Accrued Benefits: This fund would be used to cover the cost of any accrued benefits owed an employee if he or she were to leave the Towns employ.  
Current balance: \$24,784 (05/01/09)

Treatment Plant / WW Fine Bubble Aeration: This project was completed as part of the plant upgrade in 2007.  
This reserve account has been closed.

Treatment Plant / WW Equipment Replacement Fund: For the purpose of upgrading equipment primarily at the Treatment plant.  
Current balance: \$150,193(05/27/09)

Collection System / I & I Reserve: To be used for future maintenance of the wastewater collection system to eliminate sources of inflow and infiltration.  
Current balance: \$123,220 (05/01/09).

Collection System / Intown Sewer Reserve: Minor sewer replacement, repair and extension projects.  
Current balance: \$62,176 (05/01/09).

WW Pump Station Reserve: For equipment repair and upgrade projects that are beyond the scope of the routine maintenance budget. We are requesting an increased contribution to this reserve fund for FY10 due to the impending upgrade of the Rawson Avenue Pump Station.  
Current balance: \$20,310 (05/01/09)

**Dept / Div: 60-25 Capital Improvements**

<b>Account</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
<b>Sewer Administration:</b>						
6025-6166 Info Tech	4,097	2,639	3,000	2,596	6,400	10,000
<b>Treatment Plant:</b>						
6025-6267 Capital Equip Replacement	13,073	29,216	25,000	0	32,500	42,500
<b>Total Capital Improvements</b>	<b>17,170</b>	<b>31,855</b>	<b>28,000</b>	<b>2,596</b>	<b>38,900</b>	<b>52,500</b>

Information Technology: For the equipment, services , support and licensing necessary to maintain the computer systems at the Treatment Plant also to potentially replace the server at the Treatment Plant in FY10.

Capital Equipment Replacement:

**Replacement furnace for the wastewater garage:** the current unit has a cracked heat exchanger and cannot be repaired. We should plan on doing this work before the next heating season.

7,500

**\$20,000 towards the cost of the repair or replacement of the garage roof:** we have been chasing leaks on this roof for several years now with limited success and feel that we need to take a more aggressive approach to this problem. We have received a proposal to install a rubber membrane over the existing roof for \$60,000. If this is the route that we decide to take I propose that we put \$20,000 in the FY10 budget and take the \$40,000 balance from the Wastewater Equipment Replacement Reserve.

20,000

**\$15,000 towards the replacement of the Sewer Flushing Machine:** we expect this project to cost between \$65,000 and \$75,000 and propose that we finance it over a five year period, \$15,000 in FY10 and the balance split between the following four years.

15,000

	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>FY09 Budget</b>	<b>FY10 Requested</b>
<b>Total Wastewater Department</b>	<b>639,334</b>	<b>712,544</b>	<b>742,099</b>	<b>637,383</b>	<b>770,306</b>	<b>766,079</b>

**WASTEWATER DEPARTMENT OPERATIONS**

**Wastewater User Rate:** Wastewater is billed at a base rate for each 100 cubic feet.

	<u><b>Rate</b></u>
<b>FY09 (current):</b>	\$3.40/100 cubic feet
<b>FY10 (recommended):</b>	\$3.55/100 cubic feet
<b>Approved FY10 Rate:</b>	_____/100 cubic feet

**Wastewater I & I Fee:** Before any building located in a development, and requiring subdivision approval or site plan review is connected to the public sewer, the owner must pay an I & I abatement fee based on the Construction Cost Index found in the Engineering News-Record.

<b>FY09 Rate:</b>	\$2.30 per gallon
<b>Adjusted rate for FY10:</b>	\$2.41 per gallon (Based on May 11, 2009 Construction Cost Index of 8574)

**Approved by Board of Wastewater Commissioners**

Date: June 02,2009

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